RELEASE INSTRUCTIONS (RI)

DOCUMENT NO.:

WHC-CM-5-4 (WMH 5-4)

0047865

PAGE 1 OF 1

TO:

H6-08

TITLE:

Laboratories Administration

RELEASE NO.: 068

DATE PREPARED: October 2, 1997

If you have any questions about this release

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INSTRUCTIONS

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SECTION NO. AND TITLE(S)	REMOVE			INSERT		
SECTION NO. AND TITLE(S)	PAGES	REV	DATE	PAGES	REV	DATE
Table of Contents	1 - 4	67	09/09/97	1 - 4	68	10/02/977
Section 4.6, "Training Plan for Hanford Analytical Services Laboratories RCRA Waste Management Units"	1 - 24	2	04/30/97		-	
Section 10.1, "Instrument Preventative Maintenance"	1 - 2	1	01/08/96		-	

IMPLEMENTATION NOTICE

(ROUTE A COPY OF THE IMPLEMENTATION NOTICE TO ALL USERS OF THIS COPY OF THE MANUAL)

For content of Section 4.6, see LAP-134-100 and LAP-151-400.

Section 10.1 was superseded by HNF-SD-QAPP-016.

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Section	<u>Title</u>	Revision	Effective Date
1.0	POLICIES		
1.1	Safety Priority and Procedure Compliance Policy	5	05/13/97
2.0	ORGANIZATION		
NOTE:	The charter for Analytical Services may be found in WHC-Charters.	CM-1, Comp	any Policies and
2.1	Charters — Section Title (no text)		
2.1.1	222-S Analytical Operations Charter	3	_ 04/13/95
2.1.3	Program Management and Integration Charter	2	04/05/95
2.1.9	Engineering and Technology Services Charter	. 1	03/31/95
2.2.2	Chemical Hygiene Committee Charter	1	05/31/95
2.2.6	Laboratories Pollution Prevention Team Charter	1	_ 05/01/95 _
2.3.2	Waste Sampling and Characterization Facility — Analytical Operations Charter	2 .	02/26/96
2.3.3	Quality Systems Charter	1	08/02/96
2.3.4	Laboratory Transition Charter	0	03/21/95
2.3.6	222-S Production/Scheduling Charter	0	. 08/05/96
3.0	ADMINISTRATION		
3.1	Manual Administration	6	03/31/97
3.5	Administration for Nuclear Materials	4	09/09/96
3.6	Laboratories Entry Requirements	0	03/07/95
3.9	Laboratory Procedures Change 1 (pages 12-15 and Attachment 5)	6 6, Chg 1	05/13/97 07/07/97
3.14	Laboratory Sample Tracking	1	03/31/97
3.15	Data Package Administrative Verification	1	03/31/97
3.16	Data Package Control Requirements and Procedure	3	03/31/97
3.19	Sample Authorization Form (SAF) Issuance and Procedure Change 1	0, Chg 1	03/31/97
3.20	Technical Verification of Analytical Laboratory Data Packages	0	09/09/97
3.25	Data Validation for High Level RCRA/CERCLA Radiochemical Analyses	0	06/19/97

Section	<u>Title</u>	Revision	Effective Date
3.26	Terms and Conditions of Requests for Services at the Waste Sampling and Characterization Facility	0	07/30/96
3.27	Hanford Analytical Services Long Range Planning Process	0	- 06/04/97
3.31	Approval of Environmental, Safety, Quality and Radiological Control Affecting Documents	0	08/20/97
3.34	Statements of Work for Hanford Analytical Services	0	07/14/97
4.0	TRAINING		
4.1	Training Responsibilities and Definitions	2	04/10/97
4.2	Training Development and Maintenance	1	04/10/97
4.3	Training Administration Change 1 (5)	1	11/15/95 [—] 01/22/96
4.4	On-The-Job Training	4	05/01/96
4.5	Training Programs	3	09/09/97
4.6	Training Plan for Hanford Analytical Services Laboratories RCRA Waste Management Units See LAP-134-100 & LAP-151-400	Canceled	06/30/97
5.0	PROCEDURES		
5.4	Laboratory Test Programs	, 0	03/30/92
6.0	CONDUCT OF OPERATIONS		
6.1	222-S/WSCF Daily Operating Instructions/Standing Orders	1	09/15/95
6.7	Occurrence Categorization, Notification, and Reporting (Conduct of Operations Chapter 7)	8	04/10/97
6.8	Lessons Learned Administration	0	01/22/96
6.9	Required Reading Change 1 (Page 2)	0	09/02/96 03/12/97
6.17	Operator Aid Postings (Conduct of Operations, Chapter 17)	2	04/10/97
7.0	RECORDS MANAGEMENT		_
7.2	Laboratory Records System	1	02/19/97

Section	<u>Title</u>	Revision	Effective Date
8.0	QUALITY ASSURANCE/QUALITY CONTROL		
8.1	222-S Laboratory Analytical Quality Assurance Plans	1	04/08/96
8.3	Laboratory Quality Affecting Software Control System	1	08/15/94
8.5	Laboratory Assessments	0	_08/15/94
8.5-A	Laboratory Assessments — Procedure	0	08/15/94
8.6	Laboratory Computer Configuration Control	0	12/15/95
8.7	222-S Laboratory Management Assessments	1	04/30/97
8.8	Corrective Action Management	1	07/14/97
8.9	Management Assessment Program	1	09/09/97
8.10	Standard Practice for Assessments	0	07/29/97
9.0	WORK CONTROL		•
9.1	Material Control	2	04/10/97
9.2	Restricted Access Area Signage	1	06/30/97
9.4	222-S High Radiation and Very High Radiation Area Access Control	2	12/12/96
9.5	Access Control Entry System (ACES)	0	10/16/95
9.7	222-S Equipment and Piping Labeling	0	06/19/97
9.8	Notice of Construction Review	. 0	⁻ 08/26/96
10.0	LABORATORY INSTRUMENTS		
10.1	Instrument Preventive Maintenance See HNF-SD-QAPP-016	Canceled	01/08/96
11.0	RADIOLOGICAL CONTROL		- -
11.1	Policy and Management Commitment	0	12/22/95
11.2	Assignment of Responsibilities	0	12/22/95
11.3	Administrative Control Levels	0	12/22/95
11.4	Radiological and ALARA Performance Goals/Indicators	0	12/22/95
11.5	ALARA Training	0	12/22/95
11.6	Plans and Procedures	0	12/22/95

Section	Title	Revision	Effective Date		
11.7	Internal ALARA Program Reviews and Work Practice Assessments	0	12/22/95		
11.8	Optimization Methodology	0	12/22/95		
11.9	ALARA Design Reviews	0	12/22/95		
11.11	ALARA Program Records	0	12/22/95		
12.0 WASTE MANAGEMENT					
12.1 Low	-Level Waste Certification Plan for the 222-S Laborat	ilities 0	TBI		

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